



Library

COUNCIL ON THE LIBRARIES

Wednesday, 18 November 2020

12noon – 1:00pm

Minutes

Present: Betsinger, Castelot, Chor, Davis, Glueck, Goodman, Green, McCabe (chair), McDonald, Mehrer, Parker, Rose, Singh, Skinner, Tell, Webb

Apologies: Clarke (Sabbatical), Snyder

Library Leadership Team: Chamberlain, Peterson, Taxman

1. Welcome and introductions

The Chair welcomed two new members to the Council. Amanda Skinner is representing the Guarini School of Graduate and Advanced Studies where she serves as the Assistant Director of Outreach and Communications. Kate Rose, a postdoctoral fellow in the Institute for Writing and Rhetoric, is representing the campus post doc community. The addition of these two new members reflects the expanded membership that resulted from the review of the Council's charge and membership in FY18.

2. Minutes of meeting held on October 20, 2020

The minutes were approved as written.

3. Matters arising from previous meeting

None.

4. FY22 Planning Round – Update

Sue Mehrer, Dean of Libraries

Continuing the budget discussions held at the October meeting, the Dean provided an update on the Library's FY 22 budget round discussions. While the Library Collections and Services Facility (Library Depository) remains in the Library's capital projects plans, the delay of the project has necessitated that the Library develop an interim solution which includes temporary storage by an outside vendor. Related costs will hit the FY21 budget and continue until a permanent solution to collections storage is in place. In addition, there are also

new COVID related expenses such as the installation of an occupancy monitoring system.

The FY22 budget planning also includes the second of the four-year target for the Library's permanent cut. The Library has proposed solutions and expects to know the FY22 approved budget by the end of December. The Dean will update the Council early next year.

In response to questions about meeting budget reductions and maintaining essential services of the Library, the Dean explained that we have been able to meet budget reductions up to this point by not filling vacant positions. However, the Library can't reduce staff any further without significantly impacting services to students and faculty. The Library's [strategic objectives and priorities](#) highlight our mission critical services. We are currently using data to analyze usage trends to underpin forward planning. COVID has emphasized the importance of open and equitable access to Library collections and services - particularly digital collections - and the Library has been shifting budget funds to meet those increasing needs.

5. Library On-Campus Services: Intersession and Winter Term

Ken Peterson, Associate Librarian for Access & Collection Strategies

Daniel Chamberlain, Associate Librarian for Digital Strategies

Ken gave an overview of the Library's phased approach to operational planning during the pandemic, including a reservation system to both monitor occupancy and support equitable access.

During the intersession, Baker-Berry Library will revert to shorter operating hours. All library locations will be closed from December 19 through January 3. Baker-Berry Library will again take a phased approach to reopening during Winter term due to the quarantining requirements for students. Beginning January 22 Baker-Berry Library will offer expanded opening hours to accommodate student needs. All COVID practices and policies will remain in place.

One significant change will be the use of a new occupancy monitoring system called Density that will be installed in Baker-Berry Library during the intersession. Daniel provided an overview of the system, which allows the Library to comply with State, CDC and Dartmouth guidelines while protecting the privacy of occupants. The system monitors real time occupancy and signals when maximum occupancy has been reached. The system is expected to be operational by Winter Term opening.

In response to a question about the impact of cold weather on the monitoring devices, Daniel explained that the sensors are installed in heated inside areas

and should not be impacted. In response to a question about determining the occupancy limit, Ken explained that analyzing the usage data from the fall term indicated that we had more capacity. The flexibility of the new system should allow the Library to optimize occupancy and improve ease of access.

6. Experiences of and feedback on Library Services during the Pandemic
Members of Council on the Libraries

Council members were invited to respond to the following questions:

- *What has your experience been with textbooks and course materials this term?*
- *Is there a role the library can further play in course support for you or your students?*
- *Research support—Anything else we can do?*

Feedback included:

- The library guides developed by subject librarians in the spring were awesome and really useful.
- Student experience varied from course to course. Some faculty used resources very well, others had difficulty converting syllabi to an online structure.
- Some difficulties accessing digital copies of materials. (Ken noted libraries are not always able to acquire unlimited simultaneous use licenses for electronic books from publishers.)
- Going forward, the Library is working with faculty to consider using alternative resources that might be more easily accessible.
- Continue supporting classes through data resources and expertise as in normal terms.
- Student project presentations allowed more industry and alumni participation—should consider keeping format after pandemic.
- It was shared that some faculty had requested resource acquisitions earlier in the pandemic which were not accommodated. (Ken explained that there was a halt on new acquisitions at the end of FY20 whilst financial savings targets due to COVID impacts were being decided on by Dartmouth. It was noted the Library is now back to a normal procedure.)

7. Any other business (AOB)

None

8. Upcoming meetings:

- January 20, 2021
- February 17, 2021
- March 17, 2021
- April 21, 2021

- May 19, 2021

Meeting adjourned at 12:57 p.m.